



Safe, Clean Water Program

Watershed Area Steering Committee

Upper San Gabriel River

Date Wednesday, December 9, 2020
Time 1:00pm – 3:00pm
Location WebEx Meeting – See below or SCW website for WebEx Meeting details

WebEx Meeting Details

Committee members and members of the public may participate by joining the WebEx Events below.

Join via WebEx Events (recommended)

Event number: 146 017 6912

Password: scwp

<https://lacountydpw.webex.com/lacountydpw/onstage/g.php?MTID=e701990023d98fa35b8f2040a1103306b>

Join by phone

+1-408-418-9388 United States Toll or

+1-213-306-3065 United States Toll (Los Angeles)

Access Code: 146 017 6912

Public Comment

Phone participants and the public are encouraged to submit public comments (or a request to make a public comment) to SafeCleanWaterLA@dpw.lacounty.gov. All public comments will become part of the official record.

Please complete the [Comment Card Form](#) available on the Safe, Clean Water website and email to SafeCleanWaterLA@dpw.lacounty.gov by at least 5:00pm the day prior to the meeting.

Requests for accommodations may be made to:
SafeCleanWaterLA@pw.lacounty.gov or by telephone, to 833-ASK-SCWP at least three work days in advance of the meeting

Supporting documentation will be available on the Safe, Clean Water website at www.safecleanwaterla.org



Agenda:

- 1) Welcome and Introductions
- 2) Approval of Meeting Minutes from October 28, 2020
- 3) Committee Member and District Updates
- 4) Ex Parte Communication Disclosures
- 5) Public Comment Period
- 6) Discussion Items:
 - a) Watershed Coordinator Selection
 - i) Process Overview
 - ii) Interviews
 - (1) Richard Watson & Associates Inc.
 - (2) Environmental Outreach Strategies
 - (3) CASC Engineering & Consulting
- 7) Public Comment Period
- 8) Meeting Schedule
- 9) Items for Next Agenda
- 10) Adjournment

Next Meeting: Thursday, December 10, 2020

1:00pm – 3:00pm

Virtual Meeting – Webex Events – See [SCW website](#) for meeting details

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Safe, Clean Water Program

Upper San Gabriel River

Watershed Area Steering Committee (WASC)



Meeting Minutes:

Wednesday, October 28, 2020
1:00pm-3:00pm
WebEx Event

Attendees:

Committee Members Present:

Julian Juarez (LA County Flood Control District)	Ed Reyes (Ed P. Reyes & Associates)
Tom Love (Upper San Gabriel District)	David Diaz (Active SGV)
Kelly Gardner (Main San Gabriel Basin)	John Beshay (Baldwin Park)
Kristen Ruffell (Sanitation Districts)	Kevin Kearney* (Bradbury)
Sean Woods* (Los Angeles County Parks and Recreation)	Alison Sweet (Glendora)
Bob Huff (Huff Strategies)	Joshua Nelson (Industry)
Bryan Urias (Former USGVMWD Board Member)	Paul Alva (LA County)
Debbie Enos (Watershed Conservation Authority)	Julie Carver (Pomona)
	Lisa O'Brien (La Verne)

Committee Members Not Present:

None

*Committee Member Alternate

See attached attendance report for the full list of attendees

1. Welcome and Introductions

Mr. Kevin Kim (District) called the meeting to order and welcomed the Watershed Area Steering Committee (WASC) and attendees. District summarized the Webex Event platform and the agenda. Introductions served as roll call of Committee members, and with a majority present, quorum was established. District reviewed the various WebEx housekeeping items for both the Committee members and the general public's participation and discussed the process for public comments.

2. Approval of Meeting Minutes from July 6, 2020

The District uploaded a copy of the meeting minutes from the July 6, 2020 meeting on the Safe Clean Water (SCW) website. Mr. David Diaz motioned to approve the meeting minutes with Mr. Bryan Urias seconding this motion.

The Committee voted to approve the meeting minutes from July 6, 2020 with revision (16 Yes, 1 abstain).

3. Committee Member and District Updates

The District gave a summary of the Call for Projects that closed on October 15. The District is finalizing application completeness checks. The Safe Clean Water Program (SCWP) Project Portal was released a few weeks ago as a tool to review the projects. The District summarized the Watershed Coordinator (WC) applications submitted. The District is evaluating proposals and developing an interview approach. The anticipated timeline is complete evaluation of proposals by mid-November, conduct interviews with the WASC in December, and onboard WCs in February.

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Watershed Area Steering Committee (WASC)



To disperse regional funds, scopes of work for regional Fund Transfer Agreements are due by late November, 45 days after Board approval, which occurred October 13 and also CEQA documentation (if applicable). The District is reviewing the Municipal annual plans that have been submitted. Submitted annual plans are required before the District may disperse municipal funds.

The Fairplex Regional Stormwater Project (Fairplex) Technical Resources Program (TRP) was approved in the Fiscal Year (FY) 20-21 Stormwater Investment Plan (SIP). However, the applicant completed the Feasibility Study and applied this project for the Infrastructure Program (IP) for the current year. The money allocated to the Fairplex TRP will be returned to the WASC. Ms. Debbie Enos asked if it's possible Fairplex could not meet the IP score threshold and go back to the TRP again. The District clarified it could be possible and the project would need to be voted on again.

Mr. Paul Alva asked when the first quarterly progress reports are due. The District anticipates February 15th as specified in the transfer agreement.

4. Ex Parte Communication Disclosures

Mr. Bryan Urias announced he joined the office of Supervisor Hilda Solis.

Mr. Josh Nelson, Ms. Lisa O'Brien, Mr. Julian Juarez, Ms. Debbie Enos, Ms. Julie Carver, and Ms. Kristen Ruffell discussed chair selection with another member.

Ms. Kelly Gardner was contacted by project proponents requesting a letter of support.

Ms. Ruffell and the District clarified normal agency business operations related to projects are not considered ex parte communications.

5. Public Comment Period

No public comment cards were received.

6. Discussion Items

a) Safe, Clean Water Program updates, review of WASCs roles and responsibilities, schedule and timeline (Presentation by District and Stantec)

Ms. Melanie Morita (District) reviewed SCWP goals and themes. Mr. Mike Antos reviewed WASC roles and responsibilities and encouraged committee members review the WASC operating guidelines. He summarized the communities represented by the WASC, watershed management, and watershed coordination. The District summarized the WASC structure, regional program revenue, FY 20-21 USGR SIP, FY 21-22 call for projects, call for projects timeline, WC timeline, SIP process, programming guidelines, programming tools, and additional WASC member responsibilities.

Mr. Ed Reyes asked how to gauge community engagement given challenges. The District pointed to Projects Module updates that require the applicants to provide more community engagement information and additional SIP programming guidelines are being developed and will be reviewed by the Regional Oversight Committee (ROC). Mr. Antos added committee members with outreach and engagement expertise can contribute to gauging applications.

The District clarified the Project Portal and dashboard are open to the public and do not require log in information.

7. Voting Items

a) Selection of Chair(s)

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Watershed Area Steering Committee (WASC)



Ms. O'Brien nominated Mr. Nelson for chair. Mr. Urias nominated Mr. Diaz for chair. Mr. Diaz suggested voting for each position separately, chair then vice-chair. Mr. Nelson and Mr. Diaz accepted their nominations.

Mr. Paul Alva asked to discuss how co-chairs would work. The District explained co-chairs would alternate leading meetings. Mr. Diaz nominated Mr. Urias to co-chair with Mr. Diaz.

The committee voted to nominate Mr. Joshua Nelson for Chair (10 Mr. Nelson, 7 Mr. Diaz).

Mr. Diaz nominated Mr. Urias for vice-chair, and Mr. Urias accepted.

The committee voted to nominate Mr. Bryan Urias for Vice-Chair (17 yes, unanimous).

b) Send all completed feasibility studies to Scoring Committee for consideration

The WASC has the discretion to determine which projects to transmit to the scoring committee for scoring. The District suggested expediting the scoring process similar to the process conducted last year. The WASC could vote to send all the submitted projects to have the project scores verified by the Scoring Committee (SC) to be able to be considered for the SIP. Mr. Nelson and the District confirmed SC meetings are available to the public to participate in and observe the scoring process.

Ms. Ruffell motioned to send all the submitted Infrastructure Program (IP) projects to the SC with Mr. Juarez seconding the motion.

The committee voted to send all completed IP projects to be scored by the Scoring Committee (16 yes, 1 no response).

8. Public Comment Period

Mr. Diaz asked about WC interview process and when the WASC will be involved. He asked if the presentations will be standardized and shared interest in hearing about the WCs community engagement experience. The District anticipates reaching out to the WASC in the next two weeks to request feedback on the WC interview process and the interview questions.

Mr. Antos asked if the WASC members will be allowed to review the WC applications. The District is determining what information can be shared for review from the WC review process.

9. Items for next agenda

The next meeting could consider any updates on the WCs and receive presentations from the TRP and Scientific Study programs. The District will suggest a new meeting time since some members have conflicts with Wednesday afternoons and the holidays the next two months may conflict.

10. Adjournment

The District thanked the committee members and public for their time and participation and adjourned the meeting.

Safe, Clean Water Program

Watershed Coordinators

Roles and Responsibilities



The Watershed Coordinators will be responsible for connecting potential applicants with technical resources and building inclusion and meaningful engagement in pursuit of SCW Program goals. Specific responsibilities of the Watershed Coordinators include, but are not limited to, the following:

- Work with Technical Assistance Teams to bring resources to potential Infrastructure Program Project Applicants;
- Work with Municipalities and Stakeholders to identify and develop Project concepts that may be elevated to the Watershed Area Steering Committees and Technical Assistance Teams to assist with development of Feasibility Studies;
- Identify and help leverage and secure additional funding sources for Regional Projects and Programs;
- Engage Municipalities, community groups, and other watershed Stakeholders to ensure diverse perspectives are included in planning and implementation of the Regional Program;
- Conduct community outreach to diverse communities, with an emphasis on disadvantaged communities;
- Provide leadership in community outreach efforts related to watershed planning;
- Facilitate collaborative decision-making between private and public entities to develop and implement actions that best address community priorities;
- Integrate community, Municipality, and regional priorities through partnerships and extensive networks;
- Organize public outreach events included in SIPs, such as workshops, demonstrations, community forums and restoration activities, to educate Stakeholders on stormwater-related topics;
- Serve as non-voting members of the Watershed Area Steering Committees for their respective Watershed Areas; and
- Collaborate with all other Watershed Coordinators and the District to help ensure consistency in implementation and to inform each other of effective efforts, outreach, and communication approaches, including sharing best practices and resources.

The Watershed Coordinator role and responsibilities include assisting to meet the requirements of the Safe, Clean Water Program Implementation Ordinance and the Los Angeles Region Safe, Clean Water Program Ordinance, both of which are codified in the LACFCD Code.

Interview Questions for the Selection of Watershed Coordinators

Minimum Experience

1. **Community Engagement:** Tell us about your experience in engaging diverse communities, including Disadvantaged Communities, and facilitating ongoing dialogue with agencies, municipalities, elected officials, and NGO stakeholders at the project, program and/or watershed level?
2. **Communication:** Tell us about your experience in facilitating community engagement and participatory decision making. What are some notable workshops and meetings that you presented? Have you developed any education and engagement tools that tailored to a variety of audiences?
3. **Project Development:** Tell us about your experience in project development, such as compiling information and resources needed to support project teams, developing strategies for integrating diverse priorities into projects and/or programs, and experience with design and implementation of stormwater projects.
4. **Funding Coordination:** What are some public and private funding or cost sharing that you have secured and leveraged? Do you have any grant writing experience?

Subject Matter Knowledge

How familiar or experienced are you in the following areas:

1. Watershed/integrated approaches to developing multi-benefit, stormwater and urban runoff capture projects/programs;
2. Local and regional NGOs, public agencies, and other stakeholders;
3. Local water quality regulations;
4. Current local and regional plans, planning processes, and resources related to SCW Program;
5. Green stormwater infrastructure, Low Impact Development Ordinance(s) in effect within LA County (including cities) and Nature-Based Solutions as defined in the SCW Program; and
6. Identification of current equity, social or environmental justice issues in the region.

General Questions

1. Please provide a brief overview of your work plan. Will you be working independently or with a team? Will you be using any subcontractors for specialized services, such as translators for media-related activities or community outreach?
2. What are some unique characteristics of this Watershed Area? What are opportunities and challenges in this Watershed Area with implementing studies, conceptual plans and projects aimed at meeting the goals of the SCW Program?
3. Why do you think you will be a good fit for this Watershed Area as a Watershed Coordinator?
4. Is there anything else you would like to share with us?

Safe, Clean Water Program

Watershed Coordinator Interviews



Proposer Name	
Watershed Area	

Minimum Experience	
<p>1. Community Engagement: Tell us about your experience in engaging diverse communities, including Disadvantaged Communities, and facilitating ongoing dialogue with agencies, municipalities, elected officials, and NGO stakeholders at the project, program and/or watershed level?</p>	
<p>2. Communication: Tell us about your experience in facilitating community engagement and participatory decision making. What are some notable workshops and meetings that you presented? Have you developed any education and engagement tools that tailored to a variety of audiences?</p>	
<p>3. Project Development: Tell us about your experience in project development, such as compiling information and resources needed to support project teams, developing strategies for integrating diverse priorities into projects and/or programs, and experience with design and implementation of stormwater projects.</p>	
<p>4. Funding Coordination: What are some public and private funding or cost sharing that you have secured and leveraged? Do you have any grant writing experience?</p>	

Safe, Clean Water Program

Watershed Coordinator Interviews



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